2011

Montana Department of REVENUE

Montana Department of Revenue Guidelines for Reproducing Scannable Tax Forms and Payment Vouchers

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> Highlight yellow are items added on 9/13/2011 (See Voucher specs)

New

NEW for 2011 Tax Season:

- Only forms that have 1D barcodes have been put on the 6x10 grid.
  - Forms without a barcode do not need to be submitted for approval & are not on a 6x10 grid.
- Vendor Id Registration form required. (section 2)
- Scanner test documents – require test data we provided instead of variable data. (section 3.2)
- Human legible printed barcode # below 1D barcode. (section 4)
- Notice on the main forms and vouchers there are layers that can be turned on/off for your convenience. Layers include: grid lines, data fields, form text and graphics. (page 12)

1. Overview

A substitute tax form is a computer generated tax form produced by a software developer or payroll provider for use in lieu of the Montana Department of Revenue's official form. Reproduced tax forms that deviate from the official forms are considered substitute tax forms. If the following guidelines are followed, the Department of Revenue will accept reproductions of official forms with prior approval.

Software developers must comply with the required specifications within this document for each form to be considered approved for use.

Approval of Substitute Forms: Letter of intent is not required. It is recommended that submissions be made using PDF files as e-mail attachments to DORE-Services@mt.gov. Hard copy substitute forms submissions should be mailed to the Montana Department of Revenue as follows:

Montana Dept of Revenue
Attn: E-Services Forms Review
340 N Last Chance Gulch
Helena, MT 59601

2. Vendor Identification Number

A Vendor Registration form is required to assign a specific two digit number to each approved software developer. This identification number will be used within the barcodes to identify each vendor and their submitted forms. If you have a MT Vendor Id from last year, please enter that on the form so you can keep the same id for this tax year. **Each NACTP Vendor ID will need a corresponding MT Vendor Id.**
To apply for a vendor identification number
- Send an email to: DORE-Services@mt.gov
- Subject line of the email should read: Vendor ID application.
- Attach the completed Vendor Registration form.
We will reply letting you know that we have received your registration & your Vendor ID for TY2011.

***Existing NACTP codes. We are unable to use NACTP issued codes since they are four digits long and would increase the length of the bar code inside our forms.

3. Approval Process

3.1 Submitting Forms

- Prior to submitting forms for approval, please fill out & email the Vendor Registration form to DORe-Services@mt.gov.
- When submitting forms, software developers must provide one contact that coordinates development and a list of forms they intend to reproduce.
- **Substitute forms will not be accepted or approved until the final versions of our official forms have been published on our web site.
- Initial approval for forms may be submitted to the Montana DOR using PDF format, via **email or mail.**
- Photocopies or faxed submissions are not acceptable.

  Email PDF's: *DORE-Services@mt.gov.*
  Please limit emails to 1 form type per email. Example: Individual vs. Corporate vs. Supplemental Forms.

The subject line of the email should include the following:
- Company Name (optional)
- Montana Vendor ID or NACTP code (required)
- Initial or Resubmission
- Form Year

Mail hardcopy paper versions of forms to:

> Montana Dept of Revenue
> Attn: E-Services Forms Review
> 340 N. Last Chance Gulch
> Helena, MT 59601

Please include a cover sheet and separate forms to be easily identified within each package. Please use paperclips to separate forms and do not staple.

3.2 Number of Forms Required for Submission

The Montana DOR recommends the following number of forms required for each approval submission:

Bar-Coded Forms
- 1 Blank copy of each form (include each page of the form as presented)
- 1 Full Field Filled sample copy of each form. (XXXXXX… & 999999…) are both acceptable for TY2011 forms.
- 5 test data samples.   We have provided the test data.

Bar-Coded Vouchers
- 10 Test data samples of each voucher. Test will be provided

Non Bar-Coded Forms: no submission required.

3.3 Process Once a Form is Submitted for Approval

1. The entire form packet will be reviewed for accuracy of line references and correct number of pages etc., compared to Montana's official forms. Spelling and grammar will not be reviewed by the department. All pages of bar coded forms must be reproduced.
2. The entire form packet will be reviewed for margin, line entry, barcode and spacing requirements, font size etc.
3. The entire form packet will be reviewed to determine how your reproduced forms will perform in our data entry system on a line by line basis. This is why we require test data filled forms to be submitted.
4. Once reviewed we will email or fax notification identifying which forms were approved or rejected. If rejected we will explain the issue & resubmission may be required.

3.4 Resubmission Requirements

If your submitted forms are rejected during any or all steps of the approval process, you will be notified via E-Mail or fax. A telephone call may be made in addition outlining the specific changes. A resubmission will be requested.

Please resubmit the following forms with the required changes each time a resubmission is required, unless otherwise noted:

Bar-Coded Forms

- 1 Blank copy of each form (include each page of the form as presented)
- 1 Full Field Filled sample copy of each form. (XXXXXX… & 999999…) are both acceptable for TY2011 forms.
- 5 test data samples. We have provided the test data.

Bar-Coded Vouchers
- 10 Variable Data

Non Bar-Coded Forms: no submission required.

4. 1-D Bar-Code Specifications

Each substitute forms developer will need to apply and be issued a Montana specific 2-digit barcode ID which must be included on their test forms submitted for approval. Requests for ID's should be sent to *DORE-Services@mt.gov* and should contain contact information for whoever coordinates form development

The Montana DOR requires the following specifications for producing barcodes:
- A. 39 Format (3 of 9)
- B. Wide to narrow ratio of 3:1
- C. We request the size of the barcode be 24pt.
- **D. The white area around barcodes must be at least ¼ inch on ALL sides of the barcode. If barcode is located on the bottom of the page, ½ margin is required below barcode.**
- E. Location has been identified on each form & page- see grid on each document.
- F. Alpha characters must be capitalized.
- G. If barcodes are unreadable after printing submitted PDF files, paper copies may be requested in lieu of PDF's.
- H. Print barcode in *human legible font* below 1d barcode. Example:
11EP01XX
- I. The barcode should contain 10 characters as follows. Please reference PDF documents for the specific barcode value for each form & page.

Digit placement	Description
1	Start = *
2 – 3	Tax Year
4 – 5	Form ID = see doc
6 – 7	Page # = 2 digits see doc
8 – 9	Vendor Id = Montana Vendor Id
10	End = *

Example: *11EC03XX* is 2011 Form 2, pg 3, XX vendor id

5. Formatting Requirements

Due to the nature and requirements set forth by our scanning and data entry software, there are specific format requirements that are needed on all substitute tax forms. Failure to accommodate formatting and spacing requirements can result in a request for resubmission until resolved.

5.1 Targets

Each page of bar coded forms must contain three targets as noted below:

1) **Square Shape**, Size = 1p3 X 1p3
2) Location (top-left or top-right, bottom-left, bottom-right). A total of 3, of which two must be on the bottom (or middle). There are some examples where the two bottom targets are located mid-page. These are exceptions to the rule and may be moved to look like the official form.–Location of each target is defined on the grid.
3) Please match the margins according to the final forms; some are 1/2 inch and some are 3/8 inch.
4) Clearance of ½ is not always attainable around each target.

Some forms display logos or advertising. These are not to be reproduced and should be replaced with a target.

New

5.2 Grid & Spacing Between Entry Lines

Grid: 6 x 10 character
- 6 rows per vertical inch (pica spacing) and
- 10 characters or columns per horizontal inch (10-pitch spacing)
- All grids should be printed on 8 ½ x 11 paper. **When printing, make sure the "shrink to fit" option is <u>not</u> selected and page scaling is set to "none".**
- First Vertical printable line: Row 4
- First Horizontal printable line: Column 6
- Data fields must comply with the grid spaces allocated.
    - We have provided each form w/ the grid overlay
- Barcode must comply with the grid spaces allocated.
- Grid was only used on forms that have a 1D barcode.

Spacing:
- **Main tax forms & vouchers**: fields and spacing are defined on the grid. See documents.
- **Supplemental forms w/ barcode**: fields and spacing are defined on a 6x10 grid – coordinates are identified on the 2011 Supplemental form document. We only capture a few fields on each form. The remainder of the text & data fields on these documents will not be reviewed because we do not capture the data.
- **Supplemental forms w/out barcode**: Must appear similar to the original form; be neatly organized & easy to read. Data is not captured from these forms, so they will not need to be submitted for approval.

5.3 Font Size

- **Variable data:** font and size Courier or Courier New 12 pt. Uppercase letters only.
- **Static data (form text)**: discretion of developer, but must appear similar to original form, be neatly organized & easy to read. Recommended sized are between 6-14 pt using only even numbered values.
- **Hard-coded "00":** 12 pt Courier or Courier New.
- **Payment Voucher Scanline Font:** OCR-A 12pt

Ensure that end-users cannot change font size of the data they enter on the forms.

5.4 Margin Requirements

Substitute forms must be arranged in the same manner with the same spacing as the official forms. There **must** be a ½ **inch margin on all sides of each page of each scanned form.** The official forms leave a specific amount of white space at the bottom of the forms. This space is used by the Department and must be maintained on all substitute forms. **The white space around barcodes MUST be at least ¼ inch on ALL sides of the barcode.**

5.5 Number Formatting and Rounding

Montana income tax forms have zeros "00" in the cents area. *The preprinted "00" must be reproduced.* All amounts filled in on forms should be rounded to the nearest dollar (drop amounts under 50¢ and increase amounts that are 50¢ or more to the next dollar). For example, $203.39 becomes $203.00 and $203.59 becomes $204.00. In dollar amount entries do not include a dollar symbol, a cent symbol or any commas. For example, $2,033.00 becomes 2033.00. Negative numbers should be designated using a dash - . Do not use parentheses for negative numbers.

**Special note for form MW-3, RW-3 & any Payment Vouchers
1) The dollar amounts on the MW-3 & RW-3 forms should not be rounded.
2) The formatting of numbers should not contain commas or decimals. See gridded document for examples.
3) Payment vouchers – we prefer you use a blank space to separate the dollars and cents; however you may use a decimal. No comma's.

5.6 Paper Size

Reproduced or substitute forms must be the same size as the official forms and should be printed on 8 1/2 inch x 11 inch paper.

5.7 Grade/Color of Paper

White, unlined paper. Recommend weight = 20 # (pound) paper.

5.8 Color of Ink

Black ink may be substituted for colored ink. **All variable data fields should be created using 15% grayscale and must be only 1 pt thick. The grayscale portions of MT forms should be easily identifiable in the examples posted online. Since most desktop printers cannot re-produce grayscale, the grayscale lines should be omitted.**

5.9 Shading & Unique Logos

Many areas of the original forms (other than variable data boxes) contain shading and unique logos. These do not need to be replicated. Examples: crosses in these boxes do not have to be replicated – please leave area blank. Graphic leader dots: - - - - - - - - - - - - -

5.10 Printing Requirements

Software must inform taxpayer to send the originally printed form, not a photocopy, for processing. Printed forms from software should require the taxpayer to select the following printing choices before the printing option can be chosen. **"Shrink to fit" must be unchecked. "No graphics" must be unchecked.** Inform taxpayers that black ink

should be used and that their ink cartridge should be capable of producing a solid image. Software should be set to print Courier 12 pt. Taxpayer should not be able to change font style or font size.

5.11 Vendor Identification

New

- **Barcoded forms & vouchers**: will have the vendor id in the barcode also typed below the barcode. Example: XX represents where your vendor id will be located.

11EP01XX

- **Non-barcoded forms**: vendor's name, or software developer's company initials, NACTP code **or** Montana issued Vendor ID should appear at the bottom of each page. Do not include this information within the ½ inch margin requirements.

5.12 Department Use Only Boxes

The dimensions, configuration, and placement of the "For Department Use Only" boxes on some forms must be the same as the official forms.

6. Form Entry Line Requirements

6.1 Header – SSN/FEIN and Address Information Requirements

A.   Use Capital letters in ALL fields that contain alphabetical entries. Please do not use periods, commas or special characters.
B.   Do not include slashes or dashes hyphenated last name fields.

New

C. Replace SSN/FEIN slashes or dashes with a space.
       Example SSN format: 999 99 9999
       Example FEIN format: 99 9999999
D.   Zip codes can be just 5 digits, but if the extension is used please do not include a dash (may use space)
       Example: 12345 or 123456789 or 12345 6789
E.   Do not stack names on top of each other in one entry box.

6.2 Amount Entry Field Requirements:

A.   Do not use or allow comma's in amount fields.
B.   Use a dash – to represent negative numbers.
C.   Please use whole numbers only. (Except on Form MW-3 and vouchers)
D.   Please have line entries positioned right above the entry line.
E. **A preprinted decimal point and zero's is required on all amount entry lines except where penny lines are provided for.**

6.3 Date Entry Formatting

All Date entry formats must be MMDDYYYY.
Correct Format: 01012010 or 01 01 2010
Incorrect Format: 01/01/2010 or 01-01-2010

# 7. Voucher/Coupon Tax Form Specifications

7.1 Guidelines

Voucher submitted follow the same guidelines as all other bar-coded forms.
- Test Submissions - Section 3.1 & 3.2
- Approval Process – Section 3.3
- Barcode Specs – Section 4
- Formatting Requirement – Section 5
- Form Line Entry Requirements – Section 6
- Submissions must have – barcode, targets, document header, scanlines, text fields and data
- ==Cut line is located between row 42 and 43.==

7.2 Grid Coordinates & Layers

Please see voucher template for layout of each voucher. Go into the layers and you can turn on/off each voucher as you need to work on it.
- Each field is in the same location for each voucher; such as payment type check boxes, period end date, FEIN/SSN, amount paid and scanline.
- Form Id, form name, barcode, and text change for each voucher as you turn on/off different layers.
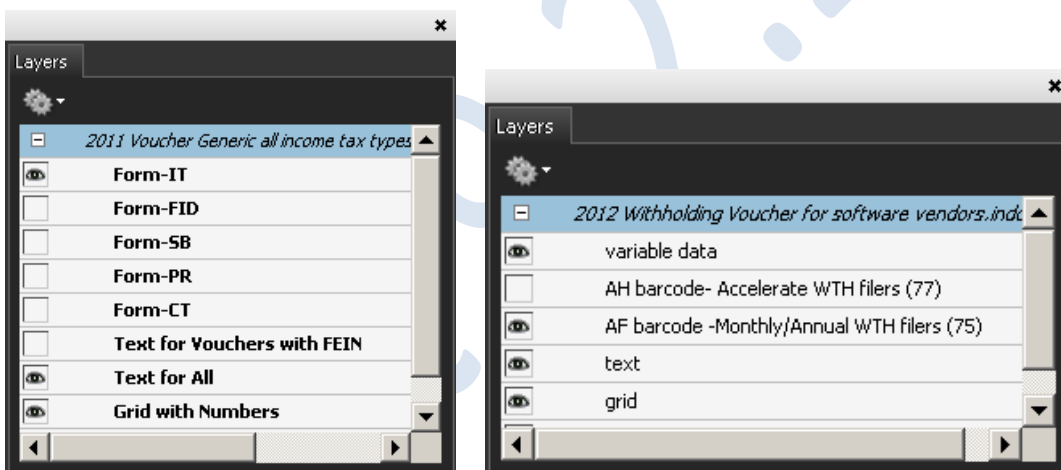
==**To properly create a voucher specific layers must be turned on as follows (all other layers turn off)**==
- Form IT – Individual Income Tax Voucher
  - o   Form- IT
  - o   Text for All
  - o   Grid with Numbers
- Form FID – Estate or Trust Tax Voucher
  - o   Form-FID
  - o   Text for Vouchers with FEIN
  - o   Text for All
  - o   Grid with Numbers
- Form SB – Small Business Corporation
  - o   Form-SB
  - o   Text for Vouchers with FEIN
  - o   Text for All

- o Grid with Numbers
- Form PR – Partnership Tax Voucher
  - o Form-PR
  - o Text for Vouchers with FEIN
  - o Text for All
  - o Grid with Numbers
- Form CT – Corporate License Tax Voucher
  - o Form-CT
  - o Text for Vouchers with FEIN
  - o Text for All
  - o Grid with Numbers
- MW-1 – Withholding Accelerated filers
  - o AH barcode-Accelerate WTH filer (77)
  - o Text
  - o Grid
- MW-1 Withholding Monthly/Annual filers
  - o AF barcode – Monthly/Annual WTH filers(75)
  - o Text
  - o Grid

*if you have any questions regarding the layers please contact Mary at 406-444-7372

7.3 Scanline Specifications

- **Payment Voucher Scanline Font:** OCR-A 12pt

Each of the following voucher's has specific scanlines that are to be placed on the appropriate voucher. Since we are not pulling data from the scanline for these vouchers, it is not necessary for you to calculate the check digits. All information pertaining to the customer & their payment shall be identified in the fields above the scanline.

Voucher Type	Barcode	Scanline
Form IT	*11AL01XX*	811140306000000000000004000000000RTNPYM500000000000
Form CT	*11AJ01XX*	781140306000000000000001000000000RTNPYM500000000000
Form SB	*11AK01XX*	791140306000000000000009000000000RTNPYM500000000000
Form PR	*11AN01XX*	821140306000000000000005000000000RTNPYM500000000000
Form FID	*11AM01XX*	801140306000000000000006000000000RTNPYM500000000000

The following vouchers require the customer's specific information in the scanline and require the check digits to be calculated. Please use these instructions to determine your check digits.

FORM MW-1 PAYMENT VOUCHERS - ACCELERATED FILERS Barcode: 12AH01XX				
	Fixed Fields	**Variable Fields**	**Number of Characters**	**Character Position**
Doc ID	77		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		0	1	23
Period End	00000000		8	24 through 31
Check Digit 2	0		1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

<div align="center">

FORM MW-1 PAYMENT VOUCHERS – MONTHLY/ANNUAL FILERS
Barcode: 12AF01XX

</div>

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		4	1	23
Period End		12312006	8	24 through 31
Check Digit 2		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

Compute Check Digits:

- Calculate the value of the check digits as follows:
  - Check digit 1 - use the value of scanline character positions 1 through 22.
  - Check digit 2 - use the value of scanline character positions 24 through 31.
  - Check digit 3 - use the value of scanline character positions 33 through 38.
  - Check digit 4 - use the value of scanline character positions 40 through 49.
- To compute check digits, follow the steps below in the order given.
  - Right justify the number and pad the field on the left with zeroes for the maximum length of the field.

Example: 7511407044012002003WTH

Alpha characters are numbered as follows:						
A = 1	E = 5	I = 9	M = 13	Q = 17	U = 21	Y = 25
B = 2	F = 6	J = 10	N =14	R = 18	V = 22	Z = 26
C = 3	G = 7	K = 11	O = 15	S = 19	W = 23	
D = 4	H = 8	L = 12	P = 16	T = 20	X = 24	

Begin at the first digit on the left and alternately multiply each number by 1 and 2.

Example Digit	Number Value		Weight Value		Product (Number Value multiplied by Weight Value)
7	7	x	1	=	7
5	5	x	2	=	10
1	1	x	1	=	1
1	1	x	2	=	2
4	4	x	1	=	4
0	0	x	2	=	0
7	7	x	1	=	7
0	0	x	2	=	0
4	4	x	1	=	4
4	4	x	2	=	8
0	0	x	1	=	0
1	1	x	2	=	2
2	2	x	1	=	2
0	0	x	2	=	0
0	0	x	1	=	0
2	2	x	2	=	4
0	0	x	1	=	0

0	0	x	2	=	0
3	3	x	1	=	3
W	23	x	2	=	46
T	20	x	1	=	20
H	8	x	2	=	16
			Sum of the products:		136

Add the products of your calculations; then, subtract the sum of the products from

the next highest multiple of 10. For example:

Next highest multiple of 10:	140
Minus sum of products:	136
Check Digit equals:	4

Additional Voucher information:

- The period end date for the MW-1 payment voucher is based on the taxpayer filing frequency.
  - Annual filers should use the year end date
    - should reflect in scanline
  - Monthly filers should use the month end date
    - should reflect in scanline
  - Accelerated filers should use their pay period end date.
    - hard coded zeros must be in the scanline for the date
- The period end date for the IT, FID, PR, SB and CT payment vouchers is the taxpayer year end date.
  - Calendar filers should end w/ 123120XX
  - Fiscal filers should use the last day of their fiscal year example Fiscal year is July – they should use 073120XX
- The scanline character positions 48 and 49 are penny amounts; do not use these positions for anything other than pennies. If there are no pennies, fill these positions with zeroes.

Layers – turn on/off grid, data, text & graphics. Only available on main tax forms & Schedule K-1's.